

# Ethics Training

Ethics training is required of all state officers, employees, and special state appointees at least every two years. Our agency has been allotted a specific period of time in which we must complete this training. You will be able to access the training beginning **Monday, March 12, 2012**. Everyone must complete the training no later than **Friday, March 30, 2012**. This is true even if you recently completed a prior version of ethics training. This will ensure everyone in our office is trained on the most recent version of the training and is on the same two-year training schedule moving forward.

## How to Access Ethics Training

1. Go to the Training page of the Office of Inspector General website at: <http://www.in.gov/ig/2333.htm>.
2. Click on the link for the Ethics Training Course. *It is important to enter the training from this link to ensure you are using the correct PeopleSoft ELM portal. This is different from PeopleSoft HR, Financials or Time & Labor.*
3. Enter your User ID and Password.
  - a. **State employees:** This is your standard PeopleSoft login (User ID should be the first initial of your first name followed by the last six digits of your ID number, e.g. A123456; Password should be the same one you use to log-in to the state network).
  - b. **Special state appointees (Boards/Commission members):** Your login was provided to you by the agency that supports your board/commission. Please copy that login directly from the email you received from your agency and paste it into **both** the User ID and Password fields. *Please note these logins are case-sensitive and although the logins have been reset to increase your ease of access, you will lock yourself out of the account after three unsuccessful attempts at logging-in.*
4. After you have successfully logged-in to PeopleSoft ELM, find the menu on the left side of the screen and select Self Service.
5. Select Learning.
6. Select My Learning.
7. Click the Launch button next to the OIG Ethics Training activity that shows a date of 2012. *If you are unable to see the 2012 OIG Ethics Training activity, click the All My Learning link to expand the menu of learning activities.*
8. From the Table of Contents page, again select Launch. *If you cannot get the training module to launch from this page, it is most likely because the pop-up blocking software on your computer is enabled. Just disable this software and click Launch again.*
9. Once the module opens, navigate through the course using the play button at the bottom of the screen and the prompts on each slide.
10. At the end of the training, select the radio button that says you acknowledge that you have read and understood the training. Click Submit, then click Finish.
11. Once you close the training, the Activity Progress Summary box should reflect that you have successfully completed the training.
12. Your training is now complete you and you can sign out of PeopleSoft.